

Retention and Classification Report

Agency: National Guard. Air Force (2557)

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Records Officer Kyle Thompson

13935 Civilian pay retirement records
13934 Civilian pay time sheets

AGENCY: National Guard. Air Force

SERIES: 13935

3

TITLE: Civilian pay retirement records

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records document the retirement information for civilian employees of the Utah Air National Guard. Information includes contribution amounts, employment dates, etc.

RETENTION:

Retain 65 years after employee leaves

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 08/06/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years after employee leaves and then destroy.

Microfilm duplicate: Retain in Office for 65 years after employee leaves and then destroy.

APPRAISAL:

AGENCY: National Guard. Air Force

SERIES: 13935

TITLE: Civilian pay retirement records

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: National Guard. Air Force

SERIES: 13934

3

TITLE: Civilian pay time sheets

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 3 years or until administrative need ends and then destroy.

Microfilm duplicate: Retain in Office for 3 years or until administrative need ends and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public